

Paul Bunyan Education Cooperative

EXECUTIVE BOARD MINUTES

June 8, 2023 12-12:45 pm Brainerd High School Conference Room/Virtual

The Paul Bunyan Education Cooperative (PBEC) Executive Board met on Thursday, June 8, 2023 at 12 pm, Brainerd High School in Brainerd.

Present in person: Mike Malmberg, Dan Stifter, Jennifer Johnson, Kim Huether, Karla Nesheim.

Present Virtually: Jamie Skjeveland, Kurt Stumpf, Heidi Hahn, Jon Clark.

Jen Johnson called the meeting to order at 12:06 pm

Approval of the Agenda: Kurt Stumpf made a motion to approve the June 8, 2023 agenda. Mike Malmberg seconded the motion. All present voted in favor thereof. Motion carried.

Approval of the March 6, 2023 Minutes: Mike Malmberg made a motion to approve the minutes from March 6, 2023. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.

Items for Approval:

- A. 2023-2024 Budget:** Karla Nesheim, PBEC Business Manager, reviewed the proposed 2023-24 budget and summary sheet. She highlighted a few changes that will affect the budget: a) ARP funds will be spent by June 30 as well as the EQIP grant, b) staff change with Julie Domino retirement/ new hire in the position, c) CEIS reallocation of approximately \$450,000.

Federal revenue is \$3,081,175. Revenue and expenditures match, with a small amount of interest earnings (\$1000). There are four separate entitlements-expenditures with age level divisions detailed on the document Karla shared with the board.

The \$1,285,336.82 carryover is a “projected” amount due to the final allocations coming at a later date. This should decrease going forward. The final budget will not be available until spring of 2024 after final allocations are received.

Discussion was held regarding the budgeted amount for attorney fees. It is set at \$2000 which was felt adequate. Attorney fees are not reimbursable through special education funds. Any attorney fees that PBEC incurs is invoiced on a separate line item to the districts in the cooperative. Also noted was the fact that PBEC employees have liability coverage through PBEC when working in the different districts.

Another discussion point was regarding cross subsidy on special education funding. Currently the state pays 6.43% of districts special education cross-subsidy, this will be increased to 44% to help fund the unreimbursed costs of providing special education services.

Mike Malmberg made a motion to approve the proposed budget for the year 2023-2024. Dan Stifter second. All present voted in favor thereof. Motion carried.

B. Audit Proposal: A Statement of Work - Audit Services and a Master Services Agreement document from Clifton Larson Allen was reviewed. These agreements summarized their services and objectives for the annual audit that is required. The PBEC is required to go with the same firm as the Brainerd school district due to Brainerd being the fiscal host for PBEC. There is a 6.3% increase of their service fee.

Jaime Skkjveland made a motion to approve the contract with CliftonLarsonAllen to perform the annual fiscal audit for the PBEC. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.

C. IOWA: The designation of Identified Official with Authority for Education Identify Access Management (language was included on the agenda):

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Executive Joint Powers recommends the Board Authorize Jennifer Johnson, Jennifer.Johnson@isd181.org, to act as the Identified Official with Authority (IOWA) for the Paul Bunyan Education Cooperative 6050-52.

Heidi Hahn made a motion to approve Jen Johnson as the IOWA for the Paul Bunyan Education Cooperative. Kurt Stumpf seconded the motion. All present voted in favor thereof. Motion carried.

Meeting for 2023-2024:

Jen will send out a "doodle" to determine a common date in August to meet to discuss legislation changes. Superintendents will look to avoid AASA conflicts.

The consensus was to keep the meetings on Thursdays beginning at noon.

Adjournment:

Motion by Heidi Hahn to adjourn the meeting at 12:28 pm. Jon Clark seconded. All present voted in favor thereof. Motion carried.

Submitted by Kim Huether

Attachments:

- Agenda
- March 6, 2023 Minutes
- PBEC Estimated Proposed Budget FY 2024
- 2023-24 Audit Proposal from Clifton Larson Allen